



United Way of Addison County Board Committees

United Way of Addison County has four Board Committees: Executive, Development, Finance, and Governance. Each Board member is expected to serve on at least one of the following committees. Committee Chairs are expected to report on activities at regularly scheduled Board meetings.

Executive Committee:

- Members include Board Chair, Vice Chair, Treasurer, Secretary, and one member at-large
- Oversee operations of the Board
- Acts on limited behalf of the whole Board on matters of emergency or timing that arise between Board meetings (must report on any action at next full Board meeting)

Development Committee Description:

- Support Development Director in implementation of fundraising plan to ensure that annual goal is achieved
- Actively participate in:
 - Prospect identification & cultivation
 - Donor stewardship
 - Major gift solicitation
 - Acknowledgements
- Establish task forces to carry out specific fund development activities. Monitors task force performance
- Provide personal follow-up to individual Board members to monitor their participation in fundraising efforts
- Help nurture a culture of philanthropy throughout the organization by involving the full Board in fundraising efforts
- With the support of Development & Marketing Director, assure that the Board and individual Board members are adequately educated about the basic principles and best practices in fund development

Finance Committee:

- Support Accounting Manager and Executive Director in the development of UWAC's budget and financial planning

- Review quarterly financial reports
- Ensure that assets are protected, including providing oversight of our endowment and ensuring that a system of internal controls is in place
- Draft organizational fiscal policies, as needed, for the Board's review/approval
- Oversee financial record keeping (sign off on Executive Director's expenses, etc)
- Help the full Board understand UWAC's financial health
- Ensure all legal reporting requirements are met

Governance Committee:

- Direct the annual Board governance process for self-evaluation to be presented to the Board
- Evaluate with input from the full Board, the size and configuration of the Board and cultivating candidates for nomination
- Maintain a pool of Board candidates, cultivating potential candidates, formally interviewing candidates, and recommending a slate of nominees to the full Board
- Evaluate trustees eligible for the second term nomination based on the assumption that the criteria for re-election is the same as for nomination with the exception that the trustee has added value in the first term and will continue to do so in the second (or subsequent) term
- Determine, with input from the full Board, the Board training opportunity for the year
- Regularly monitor progress on the strategic plan, and reports this progress to the Board